

Clark County Health Department

Administrative Offices 529 East Home Road, Springfield, Ohio 45503

937-390-5600 | ccchd.com | health@ccchd.com



JOB OPPORTUNITY

Job Title	Health Planning Supervisor
Team	Administration
Supervisor	Deputy Health Commissioner
Director	Deputy Health Commissioner
Programs	Drug Overdose Prevention, Safe Communities, Creating Healthy Communities, Tobacco, Adolescent Health
Funding Sources	Grant funded
Civil Service and FLSA Status	Classified, non-exempt
Appointment Status	Full-time
Grade/Classification	25
Insurance Benefits	Eligible for healthcare benefits
Leave Benefits	Eligible for holiday, personal, sick, vacation
Pay Range	\$25.47 to \$38.57
Regular Hours	40 hours per week
Date Posted	10/24/2025
Candidate Review	Rolling basis beginning 10/27/2025

JOB SUMMARY

The Health Planning Supervisor plays a key role in the coordination, implementation, and oversight of health promotion and community health programs for Clark County. This role supervises staff and daily operations of public health outreach and education initiatives, while also serving as a resource to the community and managing various grants and projects. The Health Planning Supervisor works collaboratively with internal teams and external partners to support the county's Community Health Assessment and Improvement Plan and promotes overall population health.

EDUCATION & QUALIFICATIONS

Bachelor's degree from an accredited college or university and at least two (2) years of experience in public health, systems planning, health promotion, or health education required. Acceptable degrees include, but are not limited to, a Bachelor of Public Health, Bachelor of Science, or Bachelor of Health Promotion.

ESSENTIAL FUNCTIONS

Supervisory Responsibilities:

- Supervise staff and oversee daily operations of health promotion and outreach programs
- Coordinate and schedule staff for outreach events and community education
- Assist with the preparation of internal job descriptions and operational procedures
- Monitor and evaluate program performance and prepare for audits and assessments
- Support the development and implementation of Community Health Assessment and Improvement Plan
- Use data to prepare reports and communicate public health insights to stakeholders
- Coordinate with other divisions and support workforce development and quality improvement initiatives
- Serve as program coordinator for specified projects and lead their planning and oversight

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Grant and Program Management Responsibilities:

- Write, manage, and assess grants including reporting, data analysis, and financial tracking
- Communicate with funding sources and ensure compliance with grant requirements
- Research new funding opportunities and submit proposals with supporting documentation

Program Planning and Community Engagement:

- Develop and implement evidence-based wellness interventions for the community
- Collaborate with residents to ensure programs are person-centered and accessible
- Design, promote, and evaluate public health programs and materials
- Facilitate training for staff, stakeholders, and community members
- Serve as a resource for public health inquiries and participate in community events and committees

General Responsibilities:

- Support agency communication strategies, including public information and crisis communication
- Maintain the Communications Plan and be available for 24/7 crisis communication support

Participates in agency disaster preparedness activities; may be required to report for work outside normal working hours during an emergency; available 24/7 for consultation related to bioterrorism/public health emergencies; meets all public health core competencies as outlined by the position's Supervisor; completes other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Must be able to prepare routine correspondence and understand both written and verbal communications with clarity. Strong interpersonal skills to communicate effectively and build productive relationships with coworkers, community partners, and the public. The ability to lead and manage staff, respond to public health inquiries, and maintain professionalism in diverse settings is essential. Strong organizational, analytical, and problem-solving skills.

This job requires proficiency of computers skills including Microsoft Office (Word, Excel, PowerPoint, Outlook), Adobe Reader, e-mail, electronic calendar, and internet research; ability to compile, consolidate and summarize information; exceptional knowledge and use of English grammar, spelling, written format and punctuation; effective verbal and written communication skills; ability to work independently and as part of a team both in a dependable manner; knowledge of community resources; be able to effusively deal with stress; ability to learn and use a computer and web-based reporting program for completing on-line reports; ability to establish and maintain effective working relationships with other agency and organization representatives; knowledge and skills associated with detailed recordkeeping and reporting procedures; ability to meet multiple deadlines, excellent organizational skills, and adhere to confidentiality requirements.

PHYSICAL DEMANDS AND WORKING CONDITIONS

The demands and conditions described here are representative of those the employee must meet to perform the essential functions of the job.

- Frequently required to sit, stand, walk, talk, write, listen and read in English.
- The employee may infrequently be required to climb, balance, stoop, kneel, crouch or crawl, reach with hands and arms, lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to focus.
- The noise level of the office is moderate. May occasionally be in environments with high noise levels.

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- Involves travel by automobile to attend meetings with state agencies and community partners. Must have current driver's license valid in the state of Ohio and access to a personal automobile.

ORGANIZATION OVERVIEW

The Clark County Combined Health District (CCCHD) protects and promotes the health of citizens and the environment through the efforts of dedicated and skilled employees and application of sound public health principles. Our role is to identify community health problems; diagnose and investigate health problems and health hazards in the community; and enforce laws and regulations that protect health and ensure safety. CCCHD offers a relaxed, positive, and friendly work environment. Some positions may offer remote working as an option. The work of equity, diversity and inclusion is the work of Public Health. We are committed to a future that is free of health inequities, that promotes the highest level of wellness for the communities we serve, and a diverse and inclusive public health workforce that embodies humility, respect, leadership and service on behalf of, and with, the diverse communities we are privileged to serve.

Interested applicants should send a cover letter, resume, and completed application to:

Shannon Hackathorne

Administrative Assistant to the Health Commissioner & HR Specialist

shackathorne@ccchd.com

Clark County Combined Health District

Administrative Offices at 529 East Home Road

Springfield, Ohio 45503

Applications will be accepted on a continuous basis until the position is filled.